



Compucorp[®]

System Guide 3:
Document Appearance

Overview

Different documents are set up in different ways. Page numbers, margins, line spacing, and other factors determine the document appearance. OMEGA offers great flexibility in varying the appearance of your documents. You can determine the appearance of a document as you type it or change the appearance of existing text simply by touching a few keys. You need not retype a document to change its appearance.

This system guide will acquaint you with the many ways to change a document's appearance with OMEGA. In Section 1, you will learn about Document Status Menus One and Two. These are two menus that list selections for each document. Section 2 introduces you to Trace Mode. Trace Mode allows you to review selection changes you have made within a document. In Section 3, you will learn to change the appearance of a document by reformatting existing text. Section 4 shows how you can make your documents more professional in appearance with flush right, or "justified," margins. And Section 5 covers OMEGA's special tabs and how they assist you in varying the appearance of your documents.

Sections

1. Document Status Menus
2. Trace Mode
3. Reformatting Text
4. Right Justifying
5. Special Tabs

Turn to the next page to begin Section 1.

Determining the appearance of a document

The appearance of office documents varies widely. Letters, speeches, short memos, and long reports are just a few examples of typical office documents. Compare the two examples at the right and notice the differences in the appearance of the two documents. Each of these documents requires different settings for margins, indents, spacing, and page length. Different settings are also used within the same document.

On your Compucorp system, the settings that determine the appearance of a document are listed on Document Status Menus One and Two. The Document Status Menus allow you to set the appearance of your document quickly and easily.

Document A

Lunch Schedules

A problem has developed because telephones are not being answered during lunch hours. This can cost the company much-needed sales.

We find it necessary, therefore, to request that each department assign an employee to supervise the telephones in their area each month.

The supervisors are responsible for seeing that an employee is always available to answer the telephones in their department. Your cooperation is important if the program is to work.

Document B

MEMORANDUM

June 18, 1982

TO: Sales staff

FROM: Alicia Jones, Regional Manager

RE: Sales Meeting

The monthly sales meeting will be held next Thursday and all sales people are required to attend. The meeting will begin promptly at 8:30. Please bring your latest sales reports with you.

Document Status Menus define the appearance of a document

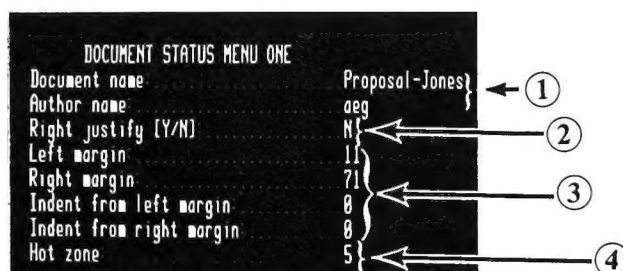
For each document you create, OMEGA automatically creates two Document Status Menus. The appearance of your document is determined by these Menus. When you turn on your Compucorp system, preset, standard format settings are in effect. If you want to use these standard settings, simply type your document.

Document Status Menu One

This is the first menu. The selections found on Document Status Menu One are explained on the following pages.

1. **Document name/Author name:** When you save a document, you assign a specific name to it. This name appears in the Index and on the "Document name" line in Document Status Menu One. The name of a document can be changed by changing the name on this line. The author's initials can also be indicated in Document Status Menu One and will appear on the Index. They can be entered or changed on the "Author name" line in Document Status Menu One. The Document Status Menu One illustrated belongs to a document named "Proposal-Jones." Notice also the initials of the author.
2. **Right justify:** This selection allows you to print a document with a right flush margin.*
3. **Margins and indents:** You may set margins and indents from the screen as explained in System Guide 2. Or, you may set these items from Document Status Menu One. The margins and indents can be changed from the Document Status anywhere in the text. When a change is made in the Document Status, the new settings affect text from the cursor location to the end of the document or until they are reset.
4. **Hot zone:** The hot zone is the hyphenation zone. It instructs OMEGA when to wrap a line during input or when a word needs to be hyphenated during reformatting. You may vary the size of the hot zone depending on how ragged you want the right margin to be.

* These selections will be explained in detail in later system guides.

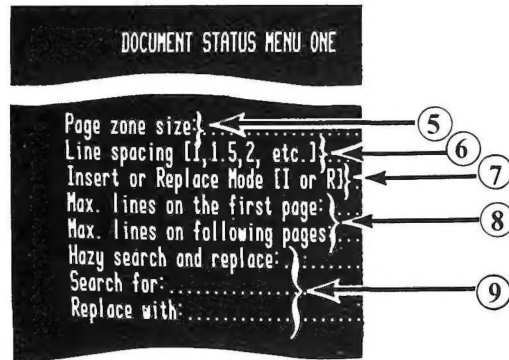


Document Status Menu One (Cont.)

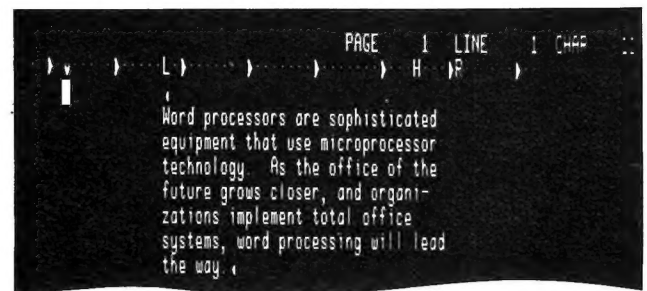
5. **Page zone size:** This setting is used when OMEGA sets page breaks. It determines where OMEGA splits a paragraph if the whole paragraph will not fit on one page.*
6. **Line spacing:** This setting determines the line spacing of the printed document. The line spacing on the screen always appears single-spaced. You may use whole spaces, half spaces (2.5, 3.5), or any fraction of a space such as 1.7 or 2.4, to accommodate forms. In the illustration, the document appears single-spaced on the screen, but prints with a line spacing of 1.5.*
7. **Insert or Replace Mode:** OMEGA's normal editing mode is Insert Mode. In Replace Mode, you can type over and replace existing text.*
8. **Max. lines on the first page/Max. lines on following pages:** These settings determine how many lines of text will print on a page. To determine this setting, you must consider your paper length, lines per inch, and top and bottom margins. In the illustration, an inch of space is left at the top and bottom of the page, leaving nine inches, or 54 lines, for text.
9. **Hazy search and replace/Search for/Replace with:** These selections are used to search and replace text.*

NOTE: OMEGA divides the number of lines indicated in these settings by the number set for line spacing. For example, if "Line spacing" is set at 2 (double-spacing), and the maximum lines on the first and following pages is set at 56, OMEGA prints 28 lines of text on a page.

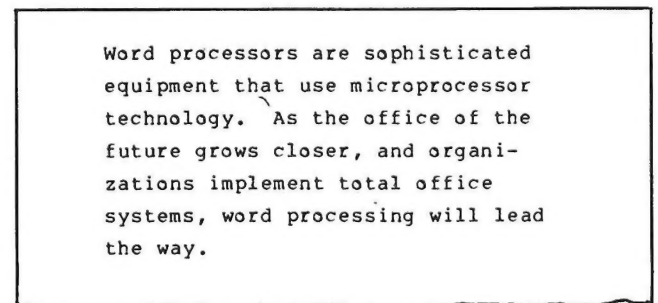
* These selections will be explained in detail in later system guides.



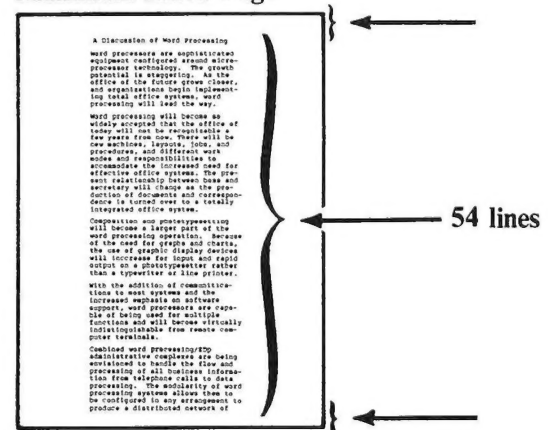
Line Spacing- Single on the Screen



Line Spacing - 1.5 on Printout



Maximum Lines/Page

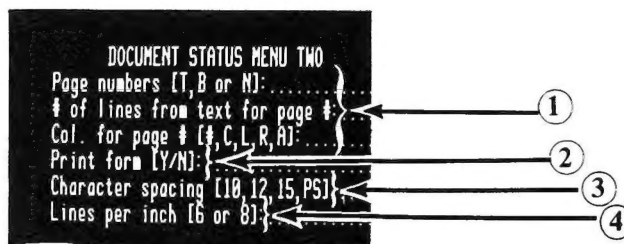


Document Status Menu Two

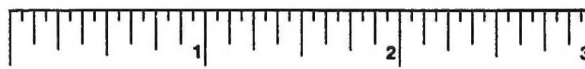
This is the second Document Status Menu. Following are the selections found on this menu.

1. **Page numbers:** The first three selections on Document Status Menu Two deal with automatic page numbering.*
 - Page numbers (T, B or N):
 - # of lines from text for page #
 - Col. for page # (L, C, L, R, A):
 - Print form (Y/N):
2. **Print form:** This setting is used in the forms functions.*
3. **Character spacing:** This selection determines the number of characters that will print per inch. You can instruct OMEGA to print 10, 12, or 15 characters per inch, or print proportionally spaced characters. A twelve pitch setting allows more text to fit on a line than ten pitch because the characters are smaller. Fifteen pitch lets you type even more text on each line and is often used to type charts. Proportional spacing (not available on Level A) produces text in which each character is spaced according to its width. Proportional spacing is discussed in System Guide 5. The character spacing options are shown in the illustration at the right. Notice the effect of pitch selection on the amount of text which can be printed.
4. **Lines per inch:** Most typewriters type six lines of text per inch of paper. On the Compucorp system, you can also specify 8 lines per inch. Eight lines per inch appears "crowded" because more text is typed on a page. It is usually used in scientific and technical publications. Note the differences between 6 and 8 lines per inch in the illustration.

* These selections will be explained in detail in later system guides.



Character Spacing



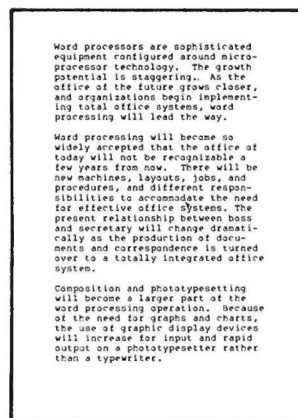
This sample text is in 10 pitch.

This sample text is in 12 pitch.

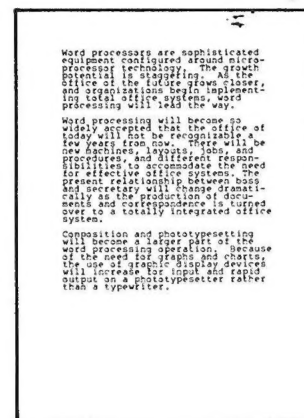
This sample text is in proportional spacing.

Lines/Inch

6 Lines/Inch



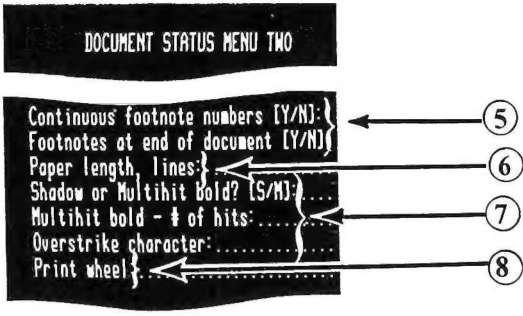
8 Lines/Inch



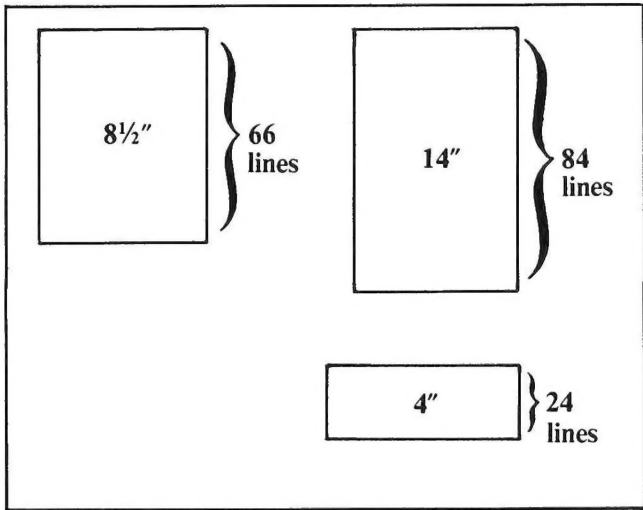
Document Status Menu Two (Cont.)

- 5. **Continuous footnote numbers/Footnotes at end of document:** These selections are used when printing footnotes.*
- 6. **Paper length:** This setting determines the number of lines the printer moves for each sheet of paper. Paper is measured in lines per inch multiplied by the number of inches on a sheet. Standard typing paper is 11 inches long and the common lines per inch setting is 6, so most paper is 66 lines long (11x6=66). However, other lengths are possible, as shown in the illustrations at the right.
- 7. **Shadow or Multihit bold/Number of hits/Overstrike character:** These selections refer to special printing options.*
- 8. **Print wheel:** The print wheel setting is used when you print a document with proportional spacing (not available on Level A).*

* These selections will be explained in detail in later system guides.



Paper Length



Using the Document Status Menus

If you do not want to use the standard settings for a particular document, you can change them easily on the Document Status Menus. Simply display either Document Status Menu One or Two and change any desired settings.

To display the Document Status Menus

You may display the Document Status Menus at any time—from a clear screen before you begin typing a new document, or while an existing document is on the screen. If you display a Document Status Menu from a document, the document temporarily disappears while the Menu is on the screen. With a Document Status Menu displayed, you can review the items and make any necessary changes. To display Document Status Menu One, press the STATUS key once. To display Document Status Menu Two, press the STATUS key again. RETURN takes you back to the clear screen or document.

To change the Document Status Menus

When Document Status Menu One or Two is displayed, you use the Arrow keys to position the cursor on the line on which you want to make a change. Then you type the new setting, as shown at the right, and use RETURN to “set” your change. To return to the document or a blank screen, press RETURN again.

If you change a Document Status Menu when a document is on the screen, the changes you make affect the text from the cursor location to the end of the document or to the next change. Text before the cursor location is not affected by the change.

NOTE: When you display a Document Status Menu from a clear screen, you will see the standard settings for your system. You can change these standards as explained in System Guide 6.

Displaying the Document Status Menus

Document A

```

PAGE 1 LINE 14 CHAR :
Word processors are sophisticated equipment configured around micro-
processor technology. The growth potential is staggering. As the
office of the future grows closer, and organizations begin implement-
ing total office systems, word processing will lead the way.

```

STATUS ↓

```

DOCUMENT STATUS MENU ONE
Document name ..... 4/4/5
Editor name .....

```

STATUS ↓

```

DOCUMENT STATUS MENU TWO
Page numbers [T, B or N] ..... N
# of lines from text for page # ..... 3

```

Document A RETURN ↓

```

PAGE 1 LINE 15 CHAR :
Word processors are sophisticated equipment configured around micro-
processor technology. The growth potential is staggering. As the
office of the future grows closer, and organizations begin implement-
ing total office systems, word processing will lead the way.

```

Changing the Document Status Menus

```

Left margin: ..... 81
Right margin: ..... 71
Indent from left margin: ..... 8
Indent from right margin: ..... 8

```

← Position the cursor

```

Left margin: ..... 20
Right margin: ..... 79
Indent from left margin: ..... 8
Indent from right margin: ..... 8

```

← Type Change

```

Left margin: ..... 20
Right margin: ..... 79
Indent from left margin: ..... 8
Indent from right margin: ..... 8

```

← RETURN
Sets the Change

How the Document Status Menus relate to your document

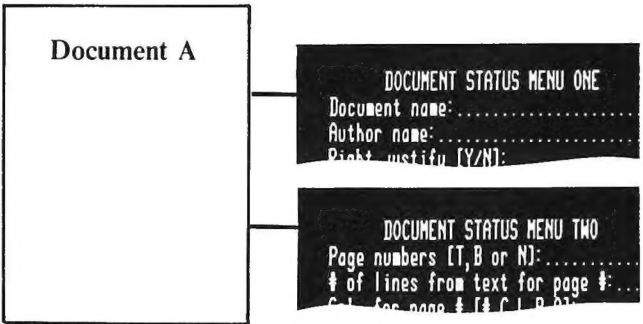
OMEGA "reads" the Document Status Menus to determine how a document should be formatted. To understand how the Document Status relates to an individual document, you may find the following explanations helpful.

Concepts

- **OMEGA creates unique Document Status Menus for each document:** The Document Status is unique for each document. OMEGA creates a Document Status for every document you type. Document Status consists of Document Status Menu One and Document Status Menu Two. If you do not change any of the Document Status settings, OMEGA uses the standard settings on your system. When you save a document, the settings on the Document Status Menus are saved with the document.
- **The Document Status Menus reflect current format:** The Document Status Menus reflect the format of the line on which the cursor is positioned when the Menu is displayed. For example, assume you changed the left margin from 1 to 11 on line 15 of a document. When you display Document Status Menu One while the cursor is on line 14, the left margin setting will be 1. If you move the cursor to line 15, and again display Document Status Menu One, you will see the changed setting as shown at the right.
- **The Document Status Menus appear only on screen:** The Document Status cannot be printed. It appears only on the screen. If you delete a document, you also delete its Document Status.

Go to the next page and complete the disk instruction for the first portion of this section.

Two lists for each document



Status reflects format at cursor position

DOCUMENT STATUS MENU ONE

Document name	Lunch Schedules
Author name	swg
Right justify [Y/N]	N
Left margin	1
Right margin	55

```

      PAGE 1 LINE 1 CHAR 1
      |-----|-----|-----|
      |MEMORANDUM,
      |
      |TO: All Supervisors,
      |FROM: Office Manager,
      |DATE: May 5, 1982,
      |RE: Lunch Schedules,
      |
      |A problem has developed because telephones are not
      |being answered during lunch hours. Therefore, the
      |following schedule is in effect to have one employee
      |from department assist in answering the telephones in
      |their area each month.
      |
      |Monday - Accounting,
      |Tuesday - Personnel,
      |Wednesday - Sales,
  
```

DOCUMENT STATUS MENU ONE

Document name	Lunch Schedules
Author name	swg
Right justify [Y/N]	N
Left margin	11
Right margin	55

```

      PAGE 1 LINE 15 CHAR 11
      |-----|-----|-----|
      |MEMORANDUM,
      |
      |TO: All Supervisors,
      |FROM: Office Manager,
      |DATE: May 5, 1982,
      |RE: Lunch Schedules,
      |
      |A problem has developed because telephones are not
      |being answered during lunch hours. Therefore, the
      |following schedule is in effect to have one employee
      |from department assist in answering the telephones in
      |their area each month.
      |
      |Monday - Accounting,
      |Tuesday - Personnel,
      |Wednesday - Sales,
  
```

Disk Instruction

The disk instructions for Section 1, Document Status Menus, are given to you in print, not on the screen. This is necessary because the examples require you to display the Document Status Menus and a saved document. You would be unable to follow directions given on the screen.

Before you begin the examples, do the following:

- Turn on the system, if necessary, and insert the Master disk into Drive A.
- Fill in the date and time.

When the margin scale appears, insert your Training disk into Drive B and display the Index.

In the following examples, you will display the Document Status Menus, note the standard settings for your system and the settings for a particular document, and examine how the Document Status Menu settings vary from place to place within a document.

1. **Standard system settings:** Your Compucorp system has pre-set standard settings on the Document Status Menus. You now have the opportunity to review your system's standard settings.

A. EXAMPLE - Identifying standard system settings

In this example, you will identify the Document Status Menu standard settings for your Compucorp system. This will help you to become familiar with the Document Status Menus.

1. Display the system's Document Status Menu One by pressing STATUS on a clear screen.
2. Document Status Menu One appears with the standard settings for your Compucorp system.
Fill in the standard settings on Document Status Menu One in Chart A below. This will help you become more familiar with the settings. Also, you will need the chart for a later example.

Chart A

DOCUMENT STATUS MENU ONE	
Document name:	_____
Author name:	_____
Right justify [Y/N]:	_____
Left margin:	_____
Right margin:	_____
Indent from left margin:	_____
Indent from right margin:	_____
Hot zone:	_____
Page zone size:	_____
Line spacing [1, 1.5, 2, etc.]:	_____
Insert or Replace Mode [I or R]:	_____
Max. lines on the first page:	_____
Max. lines on following pages:	_____
Hazy search and replace:	_____
Search for:	_____
Replace with:	_____

3. To display Document Status Menu Two, press STATUS again.
Fill in your standard settings in Chart B below.

Chart B

DOCUMENT STATUS MENU TWO	
Page numbers [T, B or N]:	_____
# of lines from text for page #:	_____
Col. for page # [#, C, L, R, A]:	_____
Print form [Y/N]:	_____
Character spacing [10, 12, 15, PS]:	_____
Lines per inch [6 or 8]:	_____
Continuous footnote numbers [Y/N]:	_____
Footnotes at end of document [Y/N]:	_____
Paper length, lines:	_____
Shadow or Multihit bold? [S/M]:	_____
Multihit bold - # of hits:	_____
Overstrike character:	_____
Print wheel:	_____

4. To return to a clear screen, press RETURN.

CONTINUE TO THE NEXT EXAMPLE

Disk Instruction (Cont.)

2. **Document Status Menus:** Each document has Document Status Menus which are saved with the document. You will now recall the Document Status Menus for a particular document.

A. EXAMPLE - Displaying settings for a particular document

In this example you will recall a document and display its Document Status Menus.

1. Recall the document named 3.1 Vision.
2. Display Document Status Menu One by pressing STATUS once.
3. When Document Status Menu One displays, write the document settings in Chart C below.
4. Display Document Status Menu Two by pressing STATUS a second time. Write these document settings in Chart D below.

Chart C

DOCUMENT STATUS MENU ONE	
Document name	_____
Author name	_____
Right justify [Y/N]	_____
Left margin	_____
Right margin	_____
Indent from left margin	_____
Indent from right margin	_____
Hot zone	_____
Page zone size	_____
Line spacing [1, 1.5, 2, etc.]	_____
Insert or Replace Mode [I or R]	_____
Max. lines on the first page	_____
Max. lines on following pages	_____
Hozy search and replace	_____
Search for	_____
Replace with	_____

5. Compare the settings you wrote in Chart A with those in Chart C. Note any differences.

Chart D

DOCUMENT STATUS MENU TWO	
Page numbers [T, B or N]:	_____
# of lines from text for page #	_____
Col. for page # [L, C, L, R, R]:	_____
Print form [Y/N]:	_____
Character spacing [10, 12, 15, PS]:	_____
Lines per inch [6 or 8]:	_____
Continuous footnote numbers [Y/N]:	_____
Footnotes at end of document [Y/N]:	_____
Paper length, lines:	_____
Shadow or Multihit bold? [S/M]:	_____
Multihit bold - # of hits:	_____
Overstrike character:	_____
Print wheel:	_____

6. Compare the settings you wrote in Chart B with those in Chart D. Note any differences.

These differences indicate where a different setting from your system's standard setting was used.

7. Return to the document by pressing RETURN.

CONTINUE TO THE NEXT EXAMPLE

Disk Instruction (Cont.)

3. **Varying setting within a document:** The Document Status Menus reflect the format of the document at the current cursor location. When the format varies within a document, the Document Status Menu settings also vary.

A. EXAMPLE - Viewing settings that vary within a document

In this example, you will move the cursor to a line in the document to see the settings vary within a document. You will display the Document Status Menus for the third paragraph of the document.

1. Move the cursor to the location of the format settings you want to display. In this case, move to Line 14. Note that this paragraph is indented from the left margin.
2. Display Document Status Menu One. Press STATUS once.

Note that the left indent setting has changed from the setting you wrote down in Chart C.

Note also that the line spacing setting also changed from 1 (single) to 2 (double). OMEGA always shows your text single-spaced on the screen, but prints it according to the "line spacing" setting.

The left indent and the line spacing settings were changed just before the typist typed the third paragraph. The Document Status always reflects the settings for the position on which the cursor is located in the text.

3. Return to the document. RETURN.

CONTINUE TO THE NEXT EXAMPLE

Disk Instruction (Cont.)

- 4. Changing Document Status Menu settings:** You can vary a document's format by making changes to the Document Status Menu settings. You will now practice changing Document Status Menu settings.

A. EXAMPLE - Changing the document name

In this example you will change the document name on Document Status Menu One for the document named 3.1 Vision to 3.1 Name Changed.

1. Display Document Status Menu One. Press STATUS.
2. Use the Arrow keys to position the cursor on the selection line to be changed—"Document name."
3. Change the setting by typing in the new name—3.1 Name Changed.
4. "Set" the new setting by pressing RETURN.
5. Return to the document.
6. Clear the screen by pressing (CTRL) CLEAR and then typing Y.

Now press INDEX and locate the title for document 3.1. OMEGA has changed it to the new name you just set in the Document Status.

B. EXAMPLE - Changing the left margin

In this example you will change the left margin to 20 on Document Status Menu One. Before you display Document Status Menu One to change the margin, note the margin setting in the margin scale at the top of the screen.

1. On a clear screen, display Document Status Menu One.
3. Use the Arrow keys to position the cursor on the selection line to be changed—"Left margin."
4. Change the setting. Type the new setting—20.
5. Set the new setting. Press RETURN.
6. Return to the clear screen. Press RETURN.

Note that the margin setting in the margin scale has moved to the new setting you just set in the Document Status.

Clear the screen by pressing (CTRL) CLEAR and then typing Y.

Turn the page to learn more about the Document Status Menus.

Considerations in using Document Status Menus

Many document characteristics can be set or changed by going to the Document Status while the cursor is positioned anywhere in the document. For example, one section of text can be single-spaced and another double-spaced.

However, several items must remain constant throughout the document. These include such settings as maximum lines on a page or lines per inch. These constant settings can be changed only when the cursor is on the first line of the first page (Page 1, Line 1) of the document. If you try to change them with the cursor located anywhere else, OMEGA beeps and a message displays at the top of the screen telling you to go to Page 1, Line 1.

Following is a list of Document Status items that remain constant and a list of variable items that can be changed from anywhere in the text.

Constant settings (set from Page 1, Line 1)

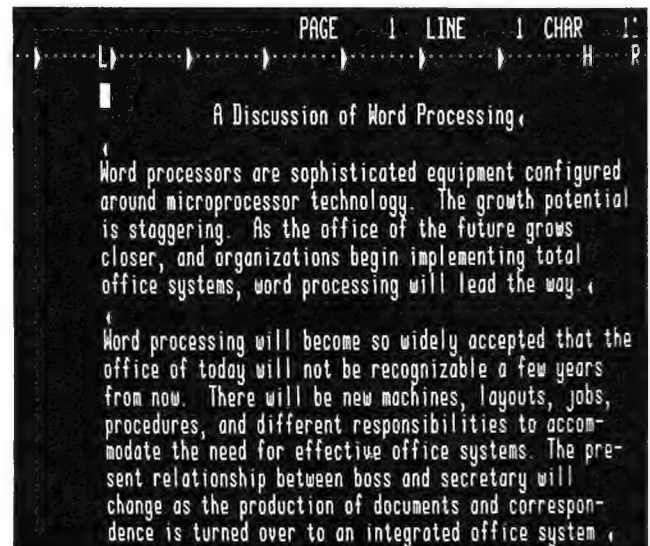
- Page zone size
- Max. lines on the first page/Max. lines on following pages
- Page numbering selections
- Print form
- Character spacing (Level A)
- Lines per inch
- Continuous footnote numbers
- Footnotes at end of document
- Paper length, lines

NOTE: OMEGA will remind you to change a constant setting on line one if you try to change the setting on a different line.

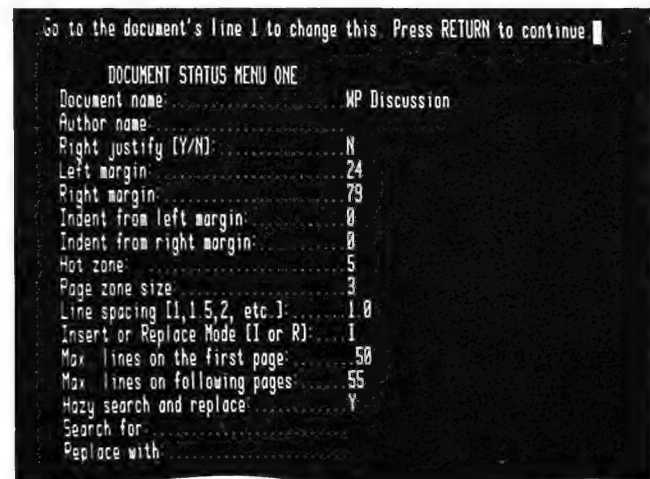
Variable settings (set from anywhere in the document)

- Document name/Author name
- Margins and Indents
- Hot zone
- Right justify
- Line spacing
- Insert or Replace Mode
- Search and replace selections
- Character spacing (Level B)
- Bold printing selections
- Overstrike character
- Print wheel (not available on Level A)

Constant settings must be changed from Page 1, Line 1



OMEGA Reminds You



Changing format settings

The Document Status settings which remain constant throughout a document can be changed only in the Document Status. The settings which may vary within the text can be changed in different ways. Some can be set only on the Document Status; others may be changed either from the Document Status or on the screen. Still others can be set only on the screen.

Settings that can be changed on the Document Status only

- Document name/Author name
- Right justify
- Hot zone
- Page zone size
- Line spacing
- Maximum lines per page
- Hazy search and replace
- Page number selections
- Bold print selections
- Overstrike character
- Print form
- Character spacing
- Lines per inch
- Footnote selections
- Paper length
- Print wheel (not available on Level A)

NOTE: This setting can be changed anywhere in the document, but it can be changed only once. Only one printwheel setting can be in effect for the document.

- Search for
- Replace with

Settings that can be changed on the Document Status or the screen

- Left margin
- Right margin
- Indent from left margin
- Indent from right margin
- Insert or Replace Mode
- Search for (Not available from the screen on Level A)
- Replace with (Not available from the screen on Level A)

Settings that can be changed on the screen only

- Tabs

Go to the next page and complete the disk instruction for the remainder of this section.

Settings That Can Be Changed from the Document Status Menus ONLY

DOCUMENT STATUS MENU ONE
Document name:
Author name:
Right justify [Y/N]:

Hot zone:
Page zone size:
Line spacing [1, 1.5, 2, etc.]:

Max. lines on the first page:
Max. lines on following pages:
Hazy search and replace:

DOCUMENT STATUS MENU TWO
Page numbers [T, B or N]:
of lines from text for page #:
Col. for page # [#, C, L, R, A]:
Print form [Y/N]:
Character spacing [10, 12, 15, P5]:
Lines per inch [6 or 8]:
Continuous footnote numbers [Y/N]:
Footnotes at end of document [Y/N]:
Paper length, lines:
Shadow or Multihit bold? [S/M]:
Multihit bold - # of hits:
Overstrike character:
Print wheel:

Settings That Can Be Changed from the Menus or the Screen

DOCUMENT STATUS MENU ONE

Left margin:
Right margin:
Indent from left margin:
Indent from right margin:

Insert or Replace Mode [I or R]:

Search for:
Replace with:

Disk Instructions

The disk instructions for the remainder of this section, Document Status Menus, are given to you in print, not on the screen. This is necessary because the examples require you to display a saved document and a Document Status Menu. You would be unable to follow directions given on the screen.

Before you begin the examples, do the following:

- Turn on the system, if necessary, and insert the Master disk into Drive A.
- Fill in the date and time.
- When the margin scale appears, insert your Training disk into Drive B and display the Index.

In the following examples, you will practice changing constant and variable selections on the Document Status Menus.

1. Viewing a constant format selection: Some of the Document Status Menu selections remain constant throughout a document. These constant selections can only be changed from Page 1, Line 1. You will now view and change a constant format selection.

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A. EXAMPLE - Viewing a constant format selection

In this example you will note a constant format selection on Document Status Menu One of the document named 3.1A Wonder.

1. Display the Index of your Training disk and recall the document named 3.1A Wonder.
2. Display Document Status Menu One.
3. Note the setting for the selection "Max. lines on the first page."

Write the number here: _____

4. Press RETURN to return to the document.
5. Print the document from the screen by pressing PRINT with the document on the screen. Note that the number of lines OMEGA prints on the first page matches the setting you wrote above.

B. EXAMPLE - Changing a constant format setting

Now you will attempt to change a constant format selection from anywhere in the document.

1. Move the cursor to Line 4 of the document.
2. Display Document Status Menu One.
3. Move the cursor to the selection "Max. lines on the first page."
4. Try to change the setting to 55. Type 55 and press RETURN.

The message, "Go to the documents's line 1 to change this. Press RETURN to continue," displays in the message area. This happened because you tried to change a constant setting from somewhere other than Page 1, Line 1 of the document. Press RETURN now.

CONTINUE TO THE NEXT EXAMPLE

Disk Instructions (Cont.)

C. EXAMPLE - Changing a constant format setting

You will now change the constant format setting from Page 1, Line 1 and note the change's affect on the document's appearance.

1. Redisplay the document on the screen by pressing RETURN.
2. Position the cursor on Page 1, Line 1 of the document.
3. Display Document Status Menu One.
4. Change the setting for "Max. lines on the first page" to 55.
5. Print the document from the screen by pressing PRINT. Note how changing the setting also changes the appearance of the document. It prints on one page.

This is the end of Disk Instruction 3.1. Clear the screen by pressing (CTRL) CLEAR and then typing Y.

You have now completed Section 1. Turn to the next page to begin Section 2.

Using Trace Mode to display format settings

As you have seen, you can review format settings, such as line spacing, margins, and indents, by moving the cursor through the text and displaying the Document Status Menus. OMEGA gives you another option for reviewing format setting changes. This feature is called Trace Mode.

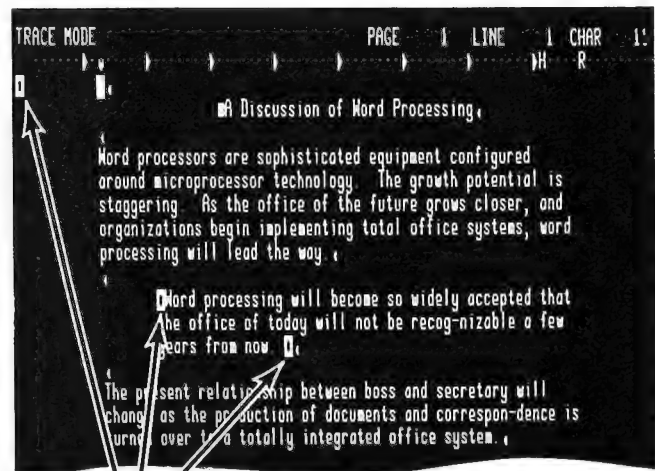
Trace Mode shows you where changes have been made in a document. Each time you change a format setting, OMEGA creates a "Trace Mode marker" automatically. When you access Trace Mode, these markers display in the text. They appear as white rectangles that look like "square donuts."

Relationship between Document Status Menus and Trace Mode

You see the format settings for the cursor location only when you display the Document Status Menus. When the Document Status is displayed, you can no longer see the text.

To see where format changes have been made throughout the document, you access Trace Mode. Trace Mode markers appear within the text. Note the Trace Mode markers in the illustration.

Trace Mode



Trace Mode Markers

Trace Mode markers

OMEGA creates Trace Mode markers automatically when you change a format setting, either from the Document Status or from the screen. However, markers do not display on the screen until you access the Trace Mode feature.

Trace Mode procedure

Use (CTRL) TRACE to turn on the Trace Mode feature. Trace Mode markers display on the screen and "TRACE MODE" appears in the message area. The illustration shows the system in Trace Mode, and the white rectangles that look like "square donuts" are Trace Mode markers. To turn off Trace Mode, you can press (CTRL) TRACE again or the RETURN or FORMAT key. The Trace Mode markers no longer display.

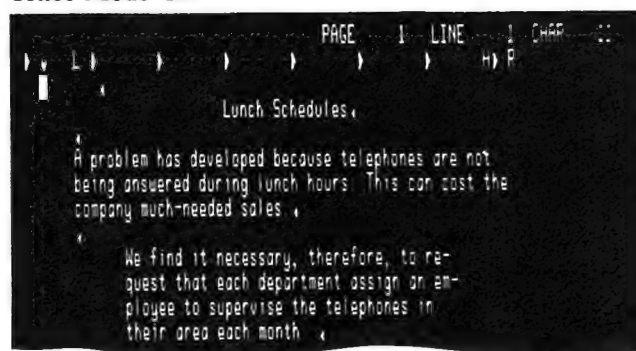
Trace Mode markers

There are four types of Trace Mode markers.

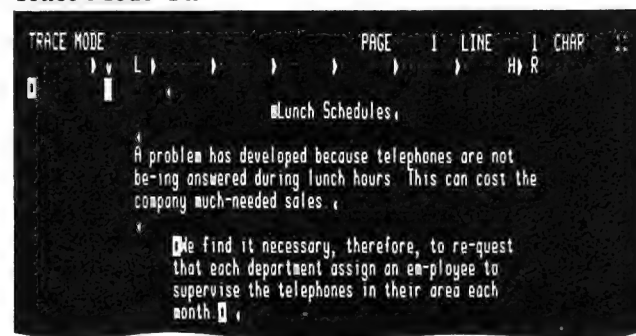
1. **Center marker:** This marker tells OMEGA to center the text on the line.
2. **Form space marker:** This symbol is used in creating forms as explained in System Guide 10.
3. **Soft hyphen:** This tells OMEGA to print a hyphen in a word only if the hyphen falls in the hot zone. You will learn more about soft hyphens in the next section and in System Guide 7.
4. **Format markers:** These tell OMEGA to begin using a new format.

Center markers, form space markers, and soft hyphens are unique in appearance so they contain no explanatory messages. Format markers, on the other hand, can represent many format changes. Every format marker contains a hidden message to let you know what change has been made.

Trace Mode Off



Trace Mode On



Types of Trace Mode Markers

1. Center Marker []
2. Form Space Marker []
3. Soft Hyphen []
4. Format Markers []

Function of format markers

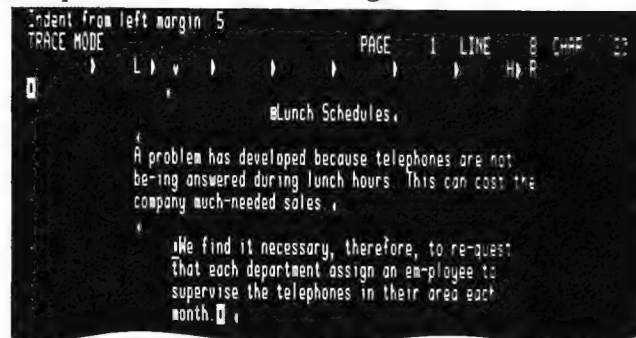
Format marker messages tell you and OMEGA what format changes have been made in a document. OMEGA reads the message in every format marker to determine the appearance of a document. Format markers also assist you in checking or confirming the format of a document. For example, if a document is not formatted correctly, you can turn on Trace Mode to see why. You can position the cursor on a format marker and read the format change which displays in the message area.

Format marker messages

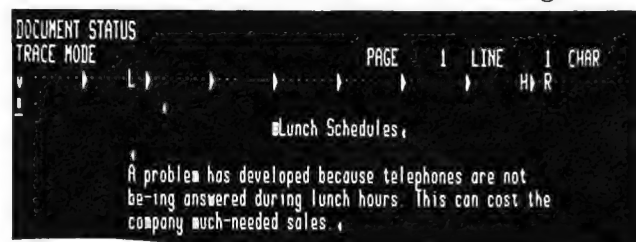
There are many format marker messages. To read these messages in Trace Mode, first position the cursor at the beginning of the document. Then use the Arrow keys, or the (CTRL) FIND key, to position the cursor on the format marker. The message for that marker then displays in the message area. When the cursor is on a format marker, the color of the "square donut" reverses. It becomes a black rectangle with a white center. Following are brief explanations of the most common format marker messages.

- **Document Status:** The first line of every document contains a format marker with the message "DOCUMENT STATUS." This format marker tells OMEGA to use the information in the Document Status in formatting the text. Without this format marker, the system could not determine where to set margins, what line spacing to use, or any other format setting. Any format changes made on Line 1 are contained in this marker. The second illustration at the right shows the Document Status format marker message.
- **Other format marker messages:** Other format markers contain specific messages that indicate exactly what format change has been made. The most common messages are shown in the bottom illustration.

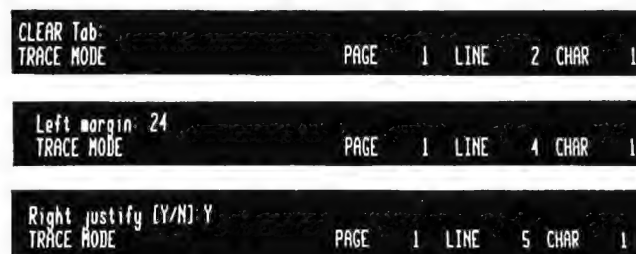
Sample Format Marker Message



Document Status Format Marker and Message



Common format messages



Making revisions and Trace Mode

When you try to delete a word, character, or line that has a format marker, the system automatically enters Trace Mode. This feature prevents you from deleting a hidden format marker accidentally. To perform the desired revision, move the cursor off of the format marker and then delete the unwanted text. When you have done so, turn Trace Mode off.

Deleting unwanted Trace Mode markers

Trace Mode markers are considered characters and can be deleted when the system is in Trace Mode using the DEL CHAR key.

Now complete Disk Instruction 3.2 Trace Mode. To do this:

- **Turn on the system, if necessary, and insert the Master disk into Drive A.**
- **Fill in the date and time.**
- **When the margin scale appears, insert your Training disk into Drive B and display the Index.**
- **Recall the document 3.2 Trace Mode.**

Revising the format of an existing document

You can change the standard settings on the Document Status Menus to create an appropriate format for any document before you type. But a major advantage of OMEGA is that you can change the format of a document after it is typed without retyping the text. You will find many uses for "reformatting" existing text. In the illustration, for example, a draft of a document was reformatted before the final copy was printed.

Applications

- **Draft copy to final copy:** You can use one format for a draft copy and another for the final. You might double-space the draft and use wider margins to make editing easier. Then, you can reformat the document so that the final copy is single-spaced with narrower margins.
- **Improve appearance:** Sometimes a document does not look the way you want it to when it is finished. The margins may be too wide or too narrow, or you may decide that one paragraph should be single-spaced and indented in a body of double-spaced text. You can format the document using different settings.
- **Different use:** Perhaps a document is formatted for a particular purpose and must be formatted differently for other uses. For example, speeches are often typed double-spaced with extra wide margins for presentation, and then reformatted with single spacing and standard margins to use as handouts.

Draft Copy

A Discussion of Word Processing

Word processors are sophisticated equipment configured around micro-processor technology. The growth potential is staggering. As the office of the future grows closer, and organizations begin implementing total office systems, word processing will lead the way.

Word processing will become so widely accepted that the office of today will not be recognizable a few years from now.

The present relationship between boss and secretary will change as the production of documents and correspondence is turned over to a totally integrated office system.

Final Copy

A Discussion of Word Processing

Word processors are sophisticated equipment configured around micro-processor technology. The growth potential is staggering. As the office of the future grows closer, and organizations begin implementing total office systems, word processing will lead the way.

Word processing will become so widely accepted that the office of today will not be recognizable a few years from now.

The present relationship between boss and secretary will change as the production of documents and correspondence is turned over to a totally integrated office system.

Reformatting existing text to a new format

Changing settings for an existing document is very easy with OMEGA. You simply change the format settings of the existing document and reformat the document. When you reformat, OMEGA reads the setting changes and adjusts the text accordingly.

Reformat procedure

You can reformat a paragraph by using the FORMAT key. Or, you can reformat an entire document by using the FORMAT key and then the DOCUMENT key. For example, if you change the margins of your document and then press FORMAT, only one paragraph will adjust to the new setting as in the first illustration. To adjust the entire document in one step, you can use FORMAT and DOCUMENT together. When you do this, OMEGA formats the entire document, beginning with the paragraph in which the cursor is located when FORMAT and DOCUMENT are pressed. The system adjusts the text to your new format settings as in the second illustration.

When OMEGA is formatting text, it may display a message asking you to hyphenate. The hyphen that you insert in a word during formatting is a "soft hyphen." If you format the text again, and the word containing the soft hyphen no longer requires hyphenation, OMEGA "hides" the hyphen and displays the word without it. The soft hyphen is then visible only in Trace Mode.

Effect of a format marker in reformatting

A format marker message tells OMEGA to change the format for the text following the marker. OMEGA formats according to the instructions in the message until it finds another format marker of the same kind. It then uses the new format. For example, if OMEGA finds a format marker with a message to change the left margin to 20, it does so until it finds another format marker instructing it to change the left margin again. When you reformat a document, OMEGA works in the same way. The system reformats according to the new format setting until it finds another format marker with the same kind of information.

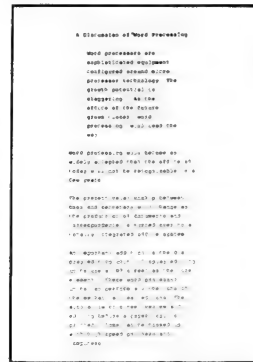
Deleting format markers in reformatting

You can delete format markers to reformat a document. When you delete a format marker, you can reformat the text and it will assume the format of the text that preceded it. Or, you can reset the format setting and reformat the text to that new setting.

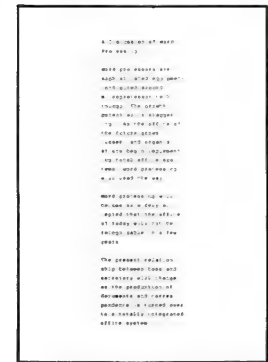
Go to the next page and complete the disk instruction for this section.

**System Guide 3:
Document Appearance**

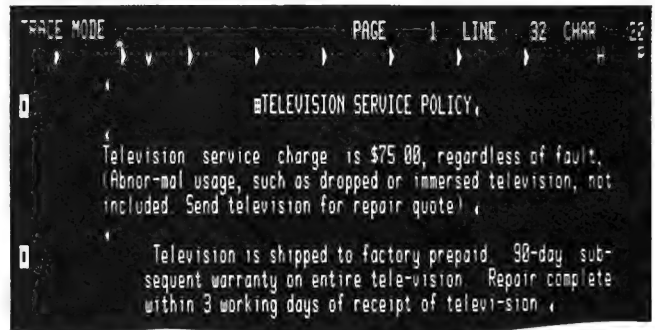
FORMAT



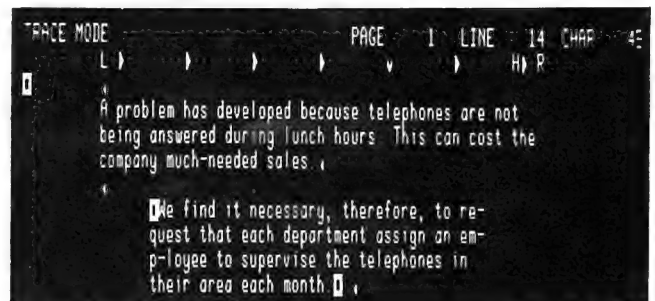
FORMAT DOCUMENT



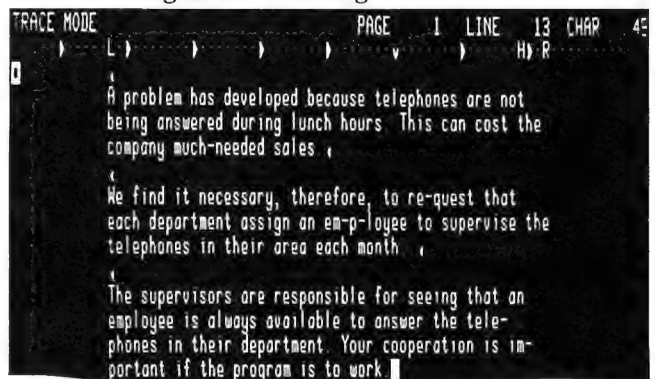
Effect of a Format Marker



Before Deleting Format Marker



After Deleting & Reformatting



**Section 3:
Reformatting Text (Cont.)**

Disk Instructions

The disk instructions for Section 3, Formatting Text, are given to you in print, not on the screen. This is necessary because the examples require you to display a saved document and the Document Status Menus. You would be unable to follow directions given on the screen.

Before you begin the examples, do the following:

- Turn on the system, if necessary, and insert the Master disk into Drive A.
- Enter the date and time.
- When the margin scale appears, insert your Training disk into Drive B and display the Index.

In the following examples, you will change the margin settings of a document and reformat the text as necessary. You will also see the effect of a format marker in reformatting text. And you will delete a format marker and reformat the text to see the effect of deleting a format marker.

1. Reformatting a document: To reformat a document, you first change the setting of a Document Status Menu selection and then reformat the text to the new setting.

A. EXAMPLE - Changing margins and reformatting text

In this example you will change the margins on document 3.1A Wonder and reformat the text accordingly.

1. Change the margins to 10 and 75. Change the margins from the screen or from Document Status Menu One, whichever you wish.
2. After you change the margins, note that the margin settings on the margin scale changed, but the text remains at the old margin position.
3. Reformat the entire document to the new margin settings by positioning the cursor on the first line of the document, pressing FORMAT and then pressing DOCUMENT.
4. Hyphenate as necessary until the entire document is reformatted to the new margin settings.

You have just changed the margins of an entire document without retyping a word.

5. Clear the screen by pressing (CTRL) CLEAR and then typing Y.

CONTINUE TO THE NEXT EXAMPLE

Disk Instructions (Cont.)

2. **Effect of a format marker in reformatting text:** OMEGA will reformat a document to a new format setting until it reaches a format marker with that same selection.

A. EXAMPLE - Noting the effect of a format marker when reformatting text

In this example you will change the margins on document 3.3 Secrets of the Eye to 5 and 80, and reformat the text.

1. Position your cursor on line one of document 3.3 Secrets of the Eye, and change the margins to 5 and 80. You can change them from the screen or from Document Status Menu One.
2. Reformat the document to the new margin settings. **FORMAT DOCUMENT**. The cursor goes to the end of the document.
3. Use **UP ARROW** to scroll up and notice that the last paragraph did not reformat to the new margin setting.
4. Whenever your document is not formatting correctly, you should always turn on Trace Mode to see if any format changes were made previously. Turn on Trace Mode. **(CTRL) TRACE**.
5. In Trace Mode you will see a format marker at the beginning of the last paragraph in document 3.3 Secrets of the Eye.

Use **(CTRL) FIND** to position the cursor on the format marker and note the message. It displays new margins settings for the last paragraph. OMEGA reformatted the document until it reached another format marker with the same message. In the next example, you will learn how to delete the format marker.

6. Turn off Trace Mode. **(CTRL) TRACE**.
3. **Deleting a format marker:** In the previous example, OMEGA reformatted until it reached a format marker with the same selection. If you had wanted OMEGA to continue reformatting, you could have deleted the format marker.

A. EXAMPLE - Removing a format marker and reformatting text

In this example you will delete the margin format markers in the last paragraph of document 3.3 Secrets of the Eye, and reformat the last paragraph to conform to the preceding text in the document.

1. Position the cursor at the beginning of the last paragraph in document 3.3 Secrets of the Eye.
2. Turn on Trace Mode. **(CTRL) TRACE**.
3. Delete the format marker which instructs OMEGA to change the left margin by positioning the cursor on the format marker and pressing **DEL CHAR**.
4. Turn off Trace Mode. **(CTRL) TRACE**.
5. Reformat the last paragraph. **FORMAT**.
6. Clear the screen by pressing **(CTRL) CLEAR** and then typing Y.

You have now completed Section 3. Turn to the next page to begin Section 4.

Format for flush right margin

Another feature of the Compucorp system that can vary the appearance of a document is the ability to produce "justified" text. Justified text prints with a flush right margin, like a newspaper.

Characteristics of justification

In a justified document, all the text aligns evenly at the right margin. OMEGA justifies the text line by line, inserting small amounts of space between words so that each line is the same length. You can justify an entire document or selected sections only.

- **Justify entire document:** To justify all of the text in a document, you simply position the cursor on Page 1, Line 1 of the document and change the "Right justify" setting on Document Status Menu One to a Y. You can justify text before or after you type it.

Whether you select right justification before or after you have typed a document, the document does not appear justified until you FORMAT the text. In the first illustration, the entire document was printed with a right justified margin.

- **Justify a portion of a document:** To justify only a portion of a document, indicate where the justification is to begin and end. Position the cursor at the beginning of the text to be justified, display the Document Status Menu One, and change the "Right justify" setting to a Y. Return to the text and move the cursor to the end of the text to be justified. Change the "Right justify" setting back to an N. Then return to the document and format the justified portion of text. Only a portion of the document was justified in the second illustration.

Go to the next page and complete the disk instruction for this section.

Justified Document

A Discussion of Word Processing

Word processors are sophisticated equipment configured around microprocessor technology. The growth potential is staggering. As the office of the future grows closer, and organizations begin implementing total office systems, word processing will lead the way.

Word processing will become so widely accepted that the office of today will not be recognizable a few years from now. There will be new machines, layouts, jobs, and procedures, and different work modes and responsibilities to accommodate the increased need for effective office systems. The present relationship between boss and secretary will change as the production of documents and correspondence is turned over to a totally integrated office system.

Composition and phototypesetting will become a larger part of the word processing operation. Because of the need for graphs and charts, the use of graphic display devices will increase for input and rapid output on a phototypesetter rather than a typewriter or line printer.

Justify a Portion of a Document

A Discussion of Word Processing

Word processing will become so widely accepted that the office of today will not be recognizable a few years from now. There will be new machines, layouts, jobs, and procedures, and different work modes and responsibilities to accommodate the increased need for effective office systems. The present relationship between boss and secretary will change as the production of documents and correspondence is turned over to a totally integrated office system.

Word processors are sophisticated equipment configured around microprocessor technology. The growth potential is staggering. As the office of the future grows closer, and organizations begin implementing total office systems, word processing will lead the way.

Composition and phototypesetting will become a larger part of the word processing operation. Because of the need for graphs and charts, the use of graphic display devices will increase for input and rapid output on a phototypesetter rather than a typewriter or line printer.

Disk Instruction

The disk instructions for Section 4, Right Justifying, are given to you in print, not on the screen. This is necessary because the examples require you to recall a saved document and display Document Status Menus. You would be unable to follow directions given on the screen.

Before you begin these examples, do the following:

- Turn on the system, if necessary, and insert the Master disk into Drive A.
- Type the date and time.
- When the margin scale appears, insert your Training disk into Drive B and display the index.

In the following examples, you will recall a document, change the “Right justify” setting in the Document Status Menu, reformat the text to see the justified text, and print several versions of the document.

26

1. **Justifying text:** You may vary a document’s appearance by printing it with a flush right margin like a newspaper. You can justify a portion of a document or the entire document. You will have an opportunity to do both using the document on your Training disk named 3.4 Color.

A. EXAMPLE - Justifying a portion of the text

In this example, you will justify the second paragraph of a document and print the document to see the result.

1. Recall the document named 3.4 Color.
2. Position the cursor on the line above the the paragraph to be justified—the blank line between the first and second paragraphs.
3. Display Document Status Menu One.
4. Read the setting for “Right justify.” The N indicates that the text is not justified.
5. Change the setting to justification by positioning the cursor on the “Right justify” selection and typing Y (yes).
6. Set the new setting for justification by pressing RETURN once.
7. Return to the document.
8. Now you will indicate where the justification is to stop by moving the cursor to the blank line below the second paragraph and displaying Document Status Menu One again.
9. Change the setting for justification to N (no).
10. Set the setting by pressing RETURN once.
11. Return to the document. Note the paragraph you have specified to be justified does not appear justified on the screen.
12. Reformat the paragraph by positioning the cursor anywhere in the second paragraph and then pressing FORMAT once. Hyphenate as necessary. Notice the paragraph is now justified.
13. Print the document from the screen by pressing PRINT.

CONTINUE TO THE NEXT EXAMPLE

Disk Instruction (Cont.)

B. EXAMPLE - Justifying an entire document

In this example you will justify the entire document.

1. Return to Line 1 of the document by pressing HOME, HOME, UP ARROW.
2. Display Document Status Menu One.
3. Read the Right justify setting. It is an N. In Example A, you changed only the setting for the second paragraph. The setting must be changed while the cursor is on Page 1, Line 1 to affect the whole document.
4. Change the setting to justify all of the text. Position the cursor on the "Right justify" line and type Y.
5. Set the new setting and return to the document.
6. Reformat the document. With the cursor on Page 1, Line 1, press FORMAT and then press DOCUMENT. Hyphenate as necessary.
7. Save the document. Answer n and name the document YOUR NAME 3.4.
8. Print the document. Note the appearance of the justified document.

You have now completed Section 4. Turn to the next page to begin Section 5.

Special tab stops

OMEGA's special tab stops are another feature you can use to vary the appearance of a document. In System Guide 2, you learned how to set tab stops on the tab ruler so that text aligns flush left. This is called a left flush tab. OMEGA also offers several special tabs which you can use to vary the format of your documents. These special tabs, like the left flush tab, are set on the tab ruler, but a different key is used for each. Text typed on special tab stops does not align until you press RETURN or TAB again.

Tab stop varieties

1. **Left flush tab:** You are familiar with the left flush tab. All text typed at this tab stop aligns flush left. You set this tab stop by using the TAB key.
2. **Decimal tab:** Numbers typed on a decimal tab line up on the decimal points at the tab stop. If a number is typed without a decimal point, the system aligns it as if a decimal point follows the number. This tab stop is set by using the period key.
3. **Right flush tab:** Text typed on this tab stop aligns flush on the right. The right flush tab is set by using the INDENT key.
4. **Center tab:** The text at this tab stop is centered. This tab is set by using the CENTER key.
5. **Character:** Any character can be selected as the alignment point. That character aligns with the tab stop. To set this type of tab, use the appropriate character key.

Special tabs - format marker messages

Each special tab has a special format marker message which can be seen in Trace Mode. The message reads: "SET () TAB:" It indicates the tab stop character position.

Now complete Disk Instruction 3.5, Special Tabs.
To do this:

- Turn on the system, if necessary, and insert the Master disk into Drive A.
- Fill in the date and time.
- When the margin scale appears, insert your Training disk into Drive B and display the Index.
- Recall document 3.5 Special Tabs.

Sample Special Tab Stops

PAGE	1	LINE	1	CHAR	15	
					H	
	Pears	100	1 69	Sale	Best	#10
	Peaches	85	99	Regular	Blue Bird	#2
	Figs	42	2 55	Special	Arizona	#19